

HiCAMS User Guide

Chapter 4: Contract Tracking

Section 4: Review Work Accomplished

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Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
June 2005	1.0	Initial version	Tracy Johnson
November 2013	2.0	Updated document	Marie Novello

About Work Accomplished

Design Build refers to the project delivery method that combines construction and preconstruction services into one contract. Design-Build may combine into a single contract the preconstruction, construction, construction engineering, inspection requirements and testing requirements for a project.

All activities are still performed in accordance with standard North Carolina Department of Transportation (NCDOT) criteria, specifications and contract administration practices.

Typically, Design-Build projects will be paid for on a lump sum basis for the entire project. In this case, partial payments are made based on the progress of the work. The RFP will typically require that the Team submit a Schedule of Values for all major elements of the Contract to assist in determining a proper payment schedule.

In addition, per Section 109-4(A) of the Division One Standard Special Provisions included in the contract

A Certified copy of the Table of Quantities shall also be submitted with each payment request.

The Table of Quantities is "a listing of Work Items (corresponding to the items in the Trns*port pay item list) that contributes to a project completion.

The initial Schedule of Values and Table of Quantities is used as the basis for the Work Item list in HiCAMS. The Table of Quantities submitted monthly is used as the basis of the Work Accomplished function much the same as the entries in Pay Record books are used for payment on a standard contract.

For additional information on Work Accomplished handling, please contact the Construction Unit at 919-707-2400 or Materials and Tests Unit at 919-329-4200.

Entering Work Accomplished

After reviewing the Contractor's Table of Quantities for completeness, the Contract Administrator creates a Work Accomplished Work Period and enters the amount of work done that period for the corresponding Work Item in HiCAMS.

To work with the Review Work Accomplished window, go to **Functions > Contract Tracking > Review Work Accomplished**. The Review Work Accomplished window opens.

Step 1: Enter the Contract Number for which you wish to enter Work Accomplished.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

An example of the Review Work Items window appears below:

HiCAMS - [hcamaval]

File Edit Functions Inquiries References Admin Tools Window Help

Review Work Accomplished (C202978)

Contract: **C202978** Contractor: CROWDER CONSTRUCTION COMPANY Status: Active

Description (nickname): 9 BRIDGE REPLACEMENT 2012 - 2015

Current Work Period:

Previous Work Period:

Create A New Work Period: 05/29/2012 thru 00/00/0000

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date
1	2		1	ENGINEERING	1.000	LS	0.000	.000	0.000
2	2		2	CONSTRUCTION SURVEYING	1.000	LS	0.000	.000	0.000
3	2		3	UNCLASSIFIED EXCAVATION	974.000	CY	0.000	.000	0.000
4	2		4	REINFORCED BRIDGE APPROACH FII	9.000	LS	0.000	.000	0.000
5	2		5	BORROW EXCAVATION	29,719.000	CY	0.000	.000	0.000
6	2		6	BREAKING OF EXI ASPH PVM I	450.000	SY	0.000	.000	0.000
7	2		7	ASP CONC SURF CRS SF9.5A	2,730.000	TON	0.000	.000	0.000
8	2		8	ASP CONC BASE CRS B25.0B	2,780.000	TON	0.000	.000	0.000
9	2		9	ASP CONC INTR CRS I19.0B	2,835.000	TON	0.000	.000	0.000
10	2		10	PRIME COAT	70.000	GAL	0.000	.000	0.000
11	2		11	ASP FOR PLANT MIX	420.000	TON	0.000	.000	0.000
12	2		12	FLAGGER	240.000	HR	0.000	.000	0.000
13	2		13	PERM RAISED PVMT MARKERS	83.000	EA	0.000	.000	0.000
14	2		14	THERMO PVT MKG LINES 4"120	20,041.000	LF	0.000	.000	0.000
15	2		15	154" COLD APPL PLSTIC LINES	4,300.000	LF	0.000	.000	0.000
16	2		16	STL BM GUARDRAIL	2,575.000	LF	0.000	.000	0.000
17	2		17	SBGR SHOP CURVED	115.000	LF	0.000	.000	0.000
18	2		18	ADDIT GUARDRAIL POSTS	50.000	EA	0.000	.000	0.000
19	2		19	GR ANCHOR TYPE 350	30.000	EA	0.000	.000	0.000
20	2		20	GR ANCHOR TYPE III	23.000	EA	0.000	.000	0.000

Ready

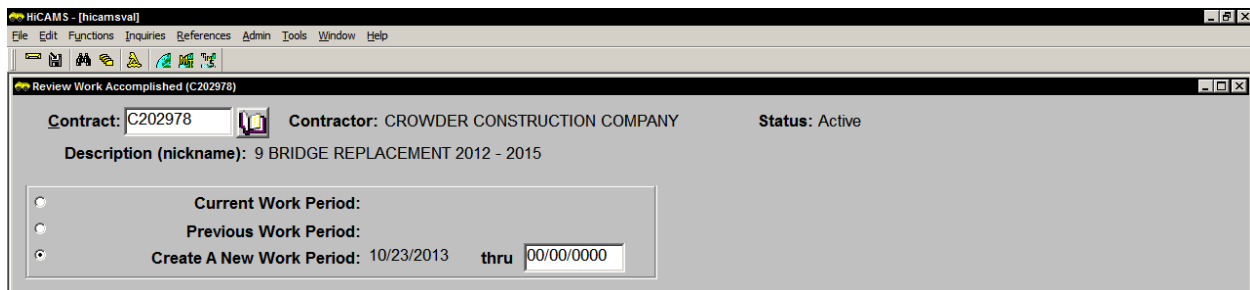
If Work Items have been added to the Contract Line Item, they appear in the grid. Work Accomplished cannot be entered if no Work Items exist.

Step 2: Establish the Work Period for which the Work Accomplished will be entered.

Note 1: The initial Work Period begin date defaults to the Work Start Date entered in Contract Details. This date can be updated by the users. Since no Materials are used during the initial Design phase, the first Work Accomplished period can exclude these dates, or be set from the Work Start Date through the end of the last estimate before actual construction begins.

Note 2: Depending on the Contract Administrator's preference, Work Periods can be established that correspond to every estimate period or for longer periods of time. However, once the next Work Period is created, no changes can be made to the dates on the Previous Work Period.

To create the next Work Accomplished period, click the radio button to the left of "Create a New Work Period."



The From Date defaults to the End Date of the previous Work Period plus one day.

Enter the End Date. Save the Work Period. The New Work Period is now displayed as the Current Work Period.



Step 3: Using the contractor's submittal, enter the work done for each work item.

Step 4: Save the data entries. A history record is created to track the initial quantity entered.

An example of the Work Accomplished window after data entry is displayed on the next page.

HICAMS - [hcamaval]

File Edit Functions Inquiries References Admin Tools Window Help

Review Work Accomplished (C202978)

Contract: C202978 Contractor: CROWDER CONSTRUCTION COMPANY Status: Active

Description (nickname): 9 BRIDGE REPLACEMENT 2012 - 2015

Current Work Period: 10/23/2013 thru 11/22/2013

Previous Work Period:

Create A New Work Period:

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date		
54	8			54 CLASS A CONCRETE (BRIDGE)	59.600	CY	0.000	.000	0.000		
55	8			55 REINF STEEL (BRIDGE)	8,940.000	LB	0.000	.000	0.000		
56	9			56 CLASS A CONCRETE (BRIDGE)	28.600	CY	0.000	28.600	28.600		
57	9			57 REINF STEEL (BRIDGE)	4,254.000	LB	0.000	4,254.000	4,254.000		
58	10			58 CLASS A CONCRETE (BRIDGE)	37.000	CY	0.000	.000	0.000		
59	10			59 REINF STEEL (BRIDGE)							
60	11			60 CLASS A CONCRETE (BRIDGE)							
61	11			61 REINF STEEL (BRIDGE)							
62	12			62 CLASS A CONCRETE (BRIDGE)							
63	12			63 REINF STEEL (BRIDGE)							
64	13			64 CLASS A CONCRETE (BRIDGE)							
65	13			65 REINF STEEL (BRIDGE)							
66	14			66 CLASS A CONCRETE (BRIDGE)							
67	14			67 REINF STEEL (BRIDGE)							
68	15			68 CLASS A CONCRETE (BRIDGE)	27.000	CY	0.000	.000	0.000		
69	15			69 REINF STEEL (BRIDGE)	4,050.000	LB	0.000	.000	0.000		
70	16			70 CLASS A CONCRETE (BRIDGE)	40.000	CY	0.000	.000	0.000		
71	16			71 REINF STEEL (BRIDGE)	5,894.000	LB	0.000	.000	0.000		
72	17			72 CLASS A CONCRETE (BRIDGE)	26.000	CY	0.000	.000	0.000		
73	17			73 REINF STEEL (BRIDGE)	3,780.000	LB	0.000	.000	0.000		

Work Accomplished History

Action	Action Date	Who	Comment
Create	11/08/2013 4:12:00 PM	Dana C. Myers	Initial Quantity: 4254.000

OK

It is possible to enter a comment for the Work Accomplished entered by clicking on the Notepad icon.

The Work Item's Work Accomplished History is accessed by clicking on the Time Clock icon.

Updating Previous Work Accomplished Entries

Unlike Processed Pay Record and Ticket Book entries, Work Accomplished entries for previous and current Work Periods can be changed when necessary.

Step 1: Select the Work Period that contains the entry that needs to be changed. To select a prior Work Period, click on the radio button to the left of Previous Work Period.

An example of the Previous Work Period drop down list is shown on the next page.

HICAMS - [hcamaval]

File Edit Functions Inquiries References Admin Tools Window Help

Review Work Accomplished (C202978)

Contract: C202978 Contractor: CROWDER CONSTRUCTION COMPANY Status: Active

Description (nickname): 9 BRIDGE REPLACEMENT 2012 - 2015

Current Work Period:
Previous Work Period: 09/23/2013 - 10/22/2013
Create A New Work Period: 09/23/2013 - 10/22/2013

Row	Line Item	Cont Adj	Work Item	Description	UOM	Previous Quantity	Current Quantity	Quantity to Date
1	2		1	ENGINEERING	000 LS	0.000	.000	0.000
2	2		2	CONSTRUCTION	000 LS	0.000	.000	0.000
3	2		3	UNCLASSIFIED EXCAVATION	974.000 CY	0.000	.000	0.000

- Step 2:** Once the Work Period is selected, the Work Accomplished for that period is displayed in the grid below.
- Step 3:** Select the Work Item whose quantity needs to be corrected or deleted.
- Step 4:** Overwrite the quantity with correct quantity. To remove a quantity, enter Zero for the current quantity. Save. A History Record showing the change is logged.

HICAMS - [hcamaval]

File Edit Functions Inquiries References Admin Tools Window Help

Review Work Accomplished (C202978)

Contract: C202978 Contractor: CROWDER CONSTRUCTION COMPANY Status: Active

Description (nickname): 9 BRIDGE REPLACEMENT 2012 - 2015

Current Work Period:
Previous Work Period: 08/23/2013 - 09/22/2013
Create A New Work Period:

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date
40	2			40 RIP RAP, CLASS I	33.000 TON		0.000	.000	0.000
41	2			41 RIP RAP, CLASS B	7.000 TON		0.000	.000	0.000
42	2			42 GEOTEXTILE FOR DRAINAGE	122.000 SY		0.000	.000	0.000
43	2			43 MSE RETAINING WALLS	1,405.000 SF		0.000	.000	0.000
44	3			44 CLASS A CONCRETE (BRIDGE)	26.200 CY		0.000	26.200	26.200
45	3			45 REINF STEEL (BRIDGE)	3,954.000 LB		0.000	3,954.000	3,954.000
46	4			46 CLASS A CONCRETE (BRIDGE)	24.800 CY		0.000	.000	0.000
47	4			47 REINF STEEL (BRIDGE)					
48	5			48 CLASS A CONCRETE (BRIDGE)					
49	5			49 REINF STEEL (BRIDGE)					
50	6			50 CLASS A CONCRETE (BRIDGE)					
51	6			51 REINF STEEL (BRIDGE)					
52	7			52 CLASS A CONCRETE (BRIDGE)					
53	7			53 REINF STEEL (BRIDGE)					
54	8			54 CLASS A CONCRETE (BRIDGE)					
55	8			55 REINF STEEL (BRIDGE)					
56	9			56 CLASS A CONCRETE (BRIDGE)	28.600 CY		28.600	.000	28.600
57	9			57 REINF STEEL (BRIDGE)	4,254.000 LB		4,254.000	.000	4,254.000
58	10			58 CLASS A CONCRETE (BRIDGE)	37.000 CY		0.000	.000	0.000
59	10			59 REINF STEEL (BRIDGE)	5,550.000 LB		0.000	.000	0.000

Work Accomplished History

Action	Action Date	Who	Comment
Create	11/08/2013 4:26:00 PM	Dana C. Myers	Initial Quantity: 3945.000
Modify	11/08/2013 4:29:00 PM	Dana C. Myers	Quantity changed from 3945.000 to 3954.000

OK

Window Definitions - Review Work Accomplished

To work with the Review Work Accomplished window, go to **Functions > Contract Maintenance > Review Work Accomplished**. The Review Work Accomplished window opens. Enter the Contract Number.

Below is an example of the Review Work Accomplished window.

HiCAMS - [hicamsval]

File Edit Functions Inquiries References Admin Tools Window Help

Review Work Accomplished (C202978)

Contract: C202978 Contractor: CROWDER CONSTRUCTION COMPANY Status: Active

Description (nickname): 9 BRIDGE REPLACEMENT 2012 - 2015

Current Work Period: 10/23/2013 thru 11/22/2013

Previous Work Period:

Create A New Work Period:

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date
1	2		1	ENGINEERING	1.000	LS	0.000	.000	0.000
2	2		2	CONSTRUCTION SURVEYING	1.000	LS	0.000	.000	0.000
3	2		3	UNCLASSIFIED EXCAVATION	974.000	CY	0.000	.000	0.000
4	2		4	REINFORCED BRIDGE APPROACH FII	9.000	LS	0.000	.000	0.000
5	2		5	BORROW EXCAVATION	29,719.000	CY	0.000	.000	0.000
6	2		6	BREAKING OF EXI ASPH PVM I	450.000	SY	0.000	.000	0.000
7	2		7	ASP CONC SURF CRS SF9.5A	2,730.000	TON	0.000	.000	0.000
8	2		8	ASP CONC BASE CRS B25.0B	2,780.000	TON	0.000	.000	0.000
9	2		9	ASP CONC INTR CRS I19.0B	2,835.000	TON	0.000	.000	0.000
10	2		10	PRIME COAT	70.000	GAL	0.000	.000	0.000
11	2		11	ASP FOR PLANT MIX	420.000	TON	0.000	.000	0.000
12	2		12	FLAGGER	240.000	HR	0.000	.000	0.000
13	2		13	PERM RAISED PVT MARKERS	83.000	EA	0.000	.000	0.000
14	2		14	THERMO PVT MKG LINES 4"120	20,041.000	LF	0.000	.000	0.000
15	2		15	4" COLD APPL PLSTIC LINES	4,300.000	LF	0.000	.000	0.000
16	2		16	STL BM GUARDRAIL	2,575.000	LF	0.000	.000	0.000
17	2		17	SBGR SHOP CURVED	115.000	LF	0.000	.000	0.000
18	2		18	ADDIT GUARDRAIL POSTS	50.000	EA	0.000	.000	0.000
19	2		19	GR ANCHOR TYPE 350	30.000	EA	0.000	.000	0.000
20	2		20	GR ANCHOR TYPE III	23.000	EA	0.000	.000	0.000

Ready

Column Definitions for the Review Work Items Window

Row: A number assigned by HiCAMS. Used to identify those rows which cannot be saved.

Line Item: The Contract Line Item associated with the Work Item.

Cont Adj: The type and number of a line item modified by a Contract Adjustment. For example, SA1 stands for Supplemental Agreement 1.

Work Item: The sequential number assigned by HiCAMS as Work Items are entered into the system.

Description: The Pay Item description specified in the Specifications or typed by the user in the Review Work Items window.

Work Item Quantity: The amount of work estimated to be performed on the Pay Item per the Contractor's Table of Values. This corresponds to the Plan Quantity in the Review Work Items window.

UOM: The Unit of Measure for the Pay Item as specified in the SSRS.

Previous Quantity: The sum of the amounts of work assigned to Previous Work Periods.

Current Quantity: The Amount of work assigned to Current Work Period.

Quantity to Date: The sum of the Quantity and the Previous Work Period's Quantity to Date.

Comment: Displays any comments associated with the work period.

History Pop Up:

Action: Shows what was done to the Work Item. Actions include Create, Modify, and Void.

Action Date: The date that the action was set in HiCAMS. This date and time are system generated.

Who: The display name of the person who took the action.

Comment: Records the changes made to the plan quantity.